



**NATIONAL CONSULTING AND
DEVELOPMENT CORPORATION**

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PRICING FOR PAPER FILE STORAGE

PICK-UP – The convenience and security of pick-up by experienced transportation staff.

- Receiving Deliveries: \$0.50/box.
- New Box Set-up: Each box is barcode labeled and entered into a File Mgmt System at \$1.00/box.
- Special Services: Inventory reports, Data Download or Data Entry, Purge and/or Pack files at \$25.00/hr.
- Long Term Storage Cartons: Paper Storage Files (12x10x15 carton/lid) at \$2.50 ea.

STORAGE - Environmentally controlled storage for paper files.

- Paper Storage/box: Based on the number of storage units (up to and including 1.32 cubic feet. Storage units larger than 1.32 cubic feet but smaller than 2.64 cubic feet equals 2 storage units.

No. of Storage Units	Cost/Unit/Month	No. of Storage Units	Cost/Unit/Month
1 – 49	\$1.00	300 – 349	\$0.55
50 – 99	\$0.75	350 – 399	\$0.51
100 – 149	\$0.71	400 – 449	\$0.47
150 – 199	\$0.67	450 – 499	\$0.43
200 – 249	\$0.63	500 – 749	\$0.35
250 – 299	\$0.59	750 – 999	\$0.30
		1000+	\$0.20

MANAGEMENT – Technicians will organize and manage the physical storage of files.

- Retrieval is dependent upon the access time requested:
 - Regular: up to 4 business hours at \$2.25/box or \$3.25/file.
 - Rush: up to 2 business hours at \$3.25/box or \$4.25/file.
 - Immediate: (ASAP) M-F 8am – 5pm CST at \$7.50/request.
 - After Hours: at \$25.00/request.
- Research Fee: No charge for first 30 min. then \$25.00/hr (1 hr min.).
- Refile/Interfile Charges: at \$2.25/box or \$3.25/file.

DELIVERY ~ ELECTRONIC – Provide access to digital image.

- Create Digital Image: at \$1.00/file/image.
- Upload to e-WIX Web Based Archiving Service: No Charge (delivery time = 90 min. max).
- FTP or e-mail Images Electronically: at \$0.50/image (delivery time = 120 min. max).

DELIVERY ~ PHYSICAL – Provide hard copy to facility depending on urgency and distance.

- Next Day, Regular, Rush Delivery: Carrier Charges + \$3.00/box or /file.
- Facsimile: at \$0.50/minute.
- Copy Charges: at \$0.25/side (up to legal size).

PERMANENT REMOVAL – Physically remove film or file from storage.

- File Removal: at \$25.00/hour (1 hr min.).